



Boyne Music Festival

CHILD PROTECTION AND WELFARE POLICY

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Section 1: Child Protection Policy Statement

We at the Boyne Music Festival are committed to contributing to the protection of children. The welfare of the child/young person under our care is paramount. We make every effort to ensure that there is an understanding throughout the organisation. It is the responsibility of Boyne Music to review and update policies and procedures in light of developments in Boyne Music's own practices, and in legislation relating to protection issues.

We will adhere to the recommendations of the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children (2017)*.

The range of activities which young people might be involved with the Boyne Music Festival includes the following:

- Auditions
- Workshops (e.g. group creative projects, solo and chamber coaching [etc.])
- Masterclasses
- Rehearsals
- Public performances
- National touring
- Residential courses and activities
- Participating as audience members at performances by professional musicians
- Leisure activities (including sports and social activities)
- Photoshoots, press launches and promotional activities
- Audio and video recording of public performances, rehearsals and vox pops
- Writing programme notes, reviews and articles for publication in programmes, newsletters, websites, local and national media
- Communications via the internet and social media platforms
- Participation in fundraising activities

The Boyne Music Festival have implemented procedures covering:

- Code of behaviour for all staff and volunteers
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruitment and selecting staff and volunteers
- Managing and supervising staff and volunteers
- Involvement of primary carers
- Allegations of misconduct or abuse by staff and volunteers
- Complaints and comments
- Incidents and accidents
- Touring and overnight stays away from home
- Anti-bullying policy when working with children/young people

The Child Protection Policy (CPP) is available to Boyne Music Festival (BMF) staff, artists, volunteers, board members and on the BMF website. For the avoidance of doubt, all references to staff shall include permanent and freelance staff and volunteers unless otherwise indicated.

This policy was reviewed on: 12th April 2023

This policy will next be reviewed: March 2024



Signed by Julie-Anne Manning [Designated Liaison Person] Date: 19th April 2022



Signed by Aisling Manning [Deputy Designated Liaison Person]

Date: 19th April 2022

Section 2 - Code of Behaviour for Staff and Volunteers

The code of behaviour for staff is categorised under the following headings:

- Child-centred approach
- Good practice
- Inappropriate behavior
- Physical contact
- Health and safety

Child-centred approach

Boyne Music Festival staff and volunteers should do the following when working with children/young people:

- Treat all children/young people equally
- Listen to and respect children/young people
- Involve children/young people in decision-making (where appropriate)
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Have fun and encourage a positive and trusting atmosphere
- Offer constructive criticism when needed
- Treat all children/young people as individuals
- Respect the child's/young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children/young people and their primary carers
- Encourage feedback from group
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware of any children with special educational needs
- Use age-appropriate teaching aids and materials
- Lead by example
- Be aware of other commitments when scheduling rehearsals, classes or activities
- Be cognisant of a child's/young person's limitations
- Create an atmosphere of trust and respect
- Respect differences of ability, culture, religion, race and sexual orientation

Good Practice

- Register each child/young person (name, parent/guardian name, address, phone, special requirements, attendance, emergency contact). Boyne Music registers all participants on arrival at rehearsals/events
- Ensure primary carers, children/young people, volunteers, visitors and facilitators are aware of the child protection policy and procedures
- Have emergency procedures in place and make all staff, artists, facilitators and volunteers aware of these procedures
- Be inclusive of children/young people with special educational needs
- Plan and be sufficiently prepared, both mentally and physically
- Report any concerns to the Designated Liaison Person or Deputies and follow reporting procedures as outlined in Section 3
- Follow and enforce anti-bullying policy as outlined in the Code of Behaviour for Children/Young Persons in Section 3
- Evaluate work practices on a regular basis
- Provide appropriate training for staff and volunteers
- Report and record any incidents and accidents
- Update and review policies and procedures regularly
- Ensuring that the relevant primary carers are made aware of our CPP

- Keep primary carers informed of any issues that concern their children
- Ensuring proper supervision based on adequate ratios according to age and gender
- Ensure clear communication with outside artists and organisations; have guidelines for artists regarding child protection policy.
- Have a written agreement with any external organisation that an artist is working with
- Be proactive in relation to concerns
- Don't let a problem get out of control
- Plan and be sufficiently prepared both mentally and physically
- Observe appropriate dress and behaviour
- Avoid taking sessions on their own or being on their own in a room with a young person/child
- Have clear policies regarding social media and the use of mobile phones
- If necessary to give a lift to a young person/child, ensure the primary carer has been informed
- Maintain awareness around language and comments made and where there is a possibility that upset may have been caused, address it in a sensitive manner

Inappropriate behaviour

Boyne Music Festival staff and volunteers should not do any of the following:

- Don't use or allow offensive or sexually suggestive physical and/or verbal language
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention
- Don't allow/engage in inappropriate touching of any form
- Don't hit or physically chastise children/young people
- Don't socialise inappropriately with children/young people outside of structured organisational activities

Physical contact

The Boyne Music Festival acknowledges that physical contact may be essential to the process of teaching at rehearsals.

The BMF requires, therefore, that freelance teaching staff:

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation)
- Check with children/young people about their level of comfort when doing touch exercises

Health and safety

Boyne Music Festival staff and volunteers should do the following:

- Don't leave children unattended or unsupervised where reasonable
- Manage any dangerous materials
- Provide a safe environment
- Be aware of accident procedure as outlined in Section 10 and follow accordingly

Boyne Music Festival Code of Behaviour for Young Persons/Children

At the beginning of each course, a short meeting will be held with all course participants to talk through our Code of Behaviour for Young Persons/Children.

It is the policy of the Boyne Music Festival to safeguard the welfare of all the children and young people who attend our events, by protecting them from harm. We are also committed to providing a positive and inspiring environment, to facilitate the best possible educational outcome for participants. The welfare of the child/young person under our care is paramount.

The following are the rules, which all young persons/children at workshops/rehearsals/concerts/events are required to follow.

All young persons/children must:

- Sign a registration book on arrival at rehearsals/concerts/events
- Make sure a member of staff is informed if they are unable to attend an individual rehearsal/event or will be late for any reason
- Submit participation forms, which have been signed by their parents/carers to the office by the relevant deadline in advance of attending rehearsals/events
- Be aware of the physical boundaries of the property where the rehearsal/workshop takes place and never leave them without permission from a member of staff during the course.
- Not consume alcohol, drugs or smoke while participating at rehearsals and on tour, in keeping with civil law
- Not engage in rough play
- Not use inappropriate language

The Boyne Music Festival wishes to promote a positive and inclusive atmosphere at workshops, masterclasses, residentials, rehearsals and concerts and asks children/young persons to be aware of and follow these guidelines:

- Treat each other and all members of staff and volunteers with courtesy, respect and dignity
- Respect the fact that staff and volunteers at BM will not work alone or spend time alone with one child/young person
- Be aware that bullying will not be accepted or tolerated. Bullying can be defined as repeated aggression, verbal, psychological or physical - which is conducted by an individual or group against others. Examples of bullying include the following: name-calling, physical fighting of any form, making offensive comments, intimidation, threatening, ignoring or excluding others, damaging property, spreading rumours, sarcasm, mocking, derogatory remarks & gestures, sending abusive text messages or voicemails (see Section 12)
- Do not take photos on your phone of members without their permission, do not post or tag other member's photos on social media sites.
- Treat each other equally but also as individuals
- Listen to and respect each other
- Have fun and encourage a positive, inclusive atmosphere
- Respect each other's personal space
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware and helpful to any person with a disability/additional needs requirement

In general we ask that all participants use a 'common sense' approach as to what is acceptable behaviour and treat others as they would expect to be treated themselves.

Section 3: Reporting Procedures

Who to contact about issues related to child protection and welfare:

Boyne Music has appointed **Julie-Anne Manning** as the **Designated Liaison Person** to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified.

Julie-Anne Manning can be contacted at the Boyne Music Festival on +31 629165686 (mobile)

The **Deputy Designated Liaison Person** is **Aisling Manning**.

This person has been appointed to cover this role when the designated person is unavailable or if he or she is directly involved in an incident, suspicion or accusation. It has been made very clear to all staff, primary carers and children/young people who have been designated to deal with child protections issues and how to contact him/her.

Aisling Manning can be contacted at the Boyne Music Festival on +44 7707118684 (mobile)

It is the responsibility of the **Designated Liaison Person** and the **Deputy Designated Liaison Person** to support and advise staff and children/young persons at workshops, residentials, masterclasses, rehearsals and concerts about policy and procedures in relation to child protection and to ensure procedures are followed. It is also their responsibility to liaise with the Health Service Executive or Gardaí; The Department of Health, Social Services and Public Safety or PSNI where appropriate.

Recognising child neglect or abuse

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. While it is important to be open to alternative explanations for physical or behavioural signs of abuse, do not remain inactive in relation to concerns and do not let a problem spiral.

Considering the possibility

The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to parents/carers or older children. A pattern of ongoing neglect should also be considered even when there are short periods of improvement.

Looking out for signs of neglect or abuse

Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationships between children and parents/carers or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon, for example, by informing the HSE Children and Family Services. The child should not be interviewed in detail about the alleged abuse without first consulting with the HSE Children and Family Services. This may be more appropriately carried out by a social worker or An Garda Síochána. Less obvious signs could be gently explored with the child, without direct questioning. Play situations, such as drawing or story-telling, may reveal information.

Some signs are more indicative of abuse than others. These include:

- disclosure of abuse by a child or young person
- age-inappropriate or abnormal sexual play or knowledge
- specific injuries or patterns of injuries
- absconding from home or a care situation
- attempted suicide
- underage pregnancy or sexually transmitted disease
- signs in one or more categories at the same time. For example, signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse.

Many signs of abuse are non-specific and must be considered in the child's social and family context.

It is important to be open to alternative explanations for physical or behavioural signs of abuse.

Further indicators of child abuse is contained in *Appendix 1* and *2*.

Recording Procedures

The Boyne Music Festival has a confidential incident file for recording concerns about the protection of children and young people. These records will be kept in the Boyne Music Festival office and be accessible only to the Designated Liaison Person and the Deputy Designated Liaison Person. They will be stored securely. Staff will record the following information in relation to children and young people:

- Suspicions
- Concerns

- Worrying observations
- Behavioural changes
- Actions and outcomes

Dealing with a disclosure

- Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say
- Don't use leading questions or prompt details
- Reassure the child/young person but do not promise to keep anything secret.
- Don't make the child/young person repeat the details unnecessarily.
- Explain to the child/young person what will happen next (explanation should be age-appropriate).

Reporting Procedures

The Boyne Music Festival has established a reporting procedure for matters relating to a child/young person's safety and welfare.

- The reporting procedure will be made known and accessible to all staff
- Any person who expresses concern regarding a child/young person will be involved and kept informed
- Actions and outcomes will be noted
- A staff member who has a child protection concern, based on observation, a disclosure or a third party allegation, records that concern on a Child Protection Policy Incident Form and reports the concern to the Designated Liaison Person without delay. All Child Protection Policy Incident Forms should be submitted to the Designated Liaison Person or Deputy Designated Liaison Person and will be countersigned by them.
- All details will be recorded, including the date, time and people involved in the concern or disclosure and the facts in an incident book. Information recorded will be factual. Any opinions noted must be supported by facts.
- Inform the Designated Liaison Person or his or her Deputy, if unavailable.
- The most appropriate person will discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk.
- The Designated Liaison Person may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report.
- Information will be shared on a strictly 'need to know' basis.
- If there are reasonable grounds for concern as outlined above, the designated person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive. Reports to the Duty Social Worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay.
- If the Designated Liaison Person or Deputy Designated Liaison Person is not available, contact the local Duty Social Worker of the Health Service Executive directly.
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardai. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardai.

Dealing with Retrospective Disclosures

- An increasing number of adults are disclosing abuse that took place in their childhoods. The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. This service is professional, confidential and free of charge in all regions of the country and can be accessed by self-referral (Freephone 1800 477477).
- If it is felt by a staff member that, arising from a retrospective disclosure by an adult to the volunteer, there is any risk to a child or young person who may be in contact with an alleged abuser, the allegation must be reported to HSE Children and Family Services without delay following the procedures outlined in these Guidelines. A concern about a potential risk to children posed by a

specific person, even if the children are unidentifiable, should also be communicated to the HSE Children and Family Services.

Section 4 – Confidentiality statement

The Boyne Music Festival is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk
- Procedures will be put in place in relation to the use of images of children / young people
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy
- The incident report file will be kept in a locked cabinet in the Boyne Music office. Any reports completed on courses will be kept safely by the Designated or Deputy Designated Liaison person until they can be added to the file in the office.

Section 5: Recruitment and Selection Policy Statement

The Boyne Music Festival will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary)
- Staff positions will be advertised widely
- Anyone interested in applying to work as a freelance tutor to work with young persons/children for Boyne Music will be asked to send a CV and cover letter
- At least two written references that are recent, relevant, independent and verbally confirmed will be necessary in advance of selection
- A panel of at least two representatives will select staff through an interview process
- We will endeavour to select the most suitably qualified personnel
- No person who would be deemed to constitute a 'risk' will be employed (paid or voluntary).
- Induction will include a dedicated session on Child Protection
- All staff will be required to consent to Garda clearance or have been CRB cleared, and will not be employed to work with young people without clearance being granted

The following would be considered risk factors:

1. Any child-related convictions
2. A refusal to sign declaration form or provide details of two referees
3. Insufficient documentary evidence of identification
4. Concealment of information relating to one's suitability for working with children.

There will be a probationary period of three months for each member of staff recruited.

All freelance tutors will be required to sign a contract. Copies of photo id of all staff will be requested and be kept on file by Boyne Music.

Section 6: Staff Management Policy Statement

To protect both staff (paid and voluntary) and children/young people, the Boyne Music Festival undertakes that:

New staff and volunteers will:

- Take part in a mandatory induction training
- Be made aware of the organisation's:
 - o code of conduct,
 - o child protection procedures
 - o and the identity and role of the Designated and Deputy Designated Liaison Persons to deal with issues of concern
- Undergo a probationary period

All freelance and volunteer staff will:

- Receive an adequate level of supervision and review of their work practices
- Be expected to have read and signed the Child Protection and Welfare Policy Statement
- Be expected to participate in relevant training including training on the issue of child protection for those working with children/young people.

Section 7: Involvement of Primary Carers

The Boyne Music Festival is committed to being open with all primary carers.

The Boyne Music Festival undertakes to:

- Advise primary carers of our child protection policy and make copies of the policy available when requested
- Inform all primary carers and schools of all activities and potential activities
- Issue contact/consent forms where relevant
- Comply with health and safety practices
- Operate child-centred policies in accordance with best practice;
- Adhere to our recruitment guidelines;
- Ensure as far as possible that the activities are age appropriate;
- Encourage and facilitate the involvement of the parent(s), carer(s) or responsible adult(s), where appropriate.

If we at the Boyne Music Festival have concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person;
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí (see Sections 3)
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate (see Sections 8).

As a child-centred organisation, we are committed to putting the interest of the child/young person first.

To that end we will:

- Contact local Health Service Executive and Gardaí where there is a child welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

Section 8: Dealing with allegations against staff, facilitators or volunteers

Where an allegation of abuse is made against an employee, volunteer or facilitator of Boyne Music, there are two separate procedures that must be followed:

1. In respect of the child/young person the Deputy Designated Liaison Person, Aisling Manning, will deal with issues related to the child/young person
2. In respect of the person against whom the allegation is made the Designated Liaison Person, Julie-Anne Manning, will deal with issues related to the staff member.

In the event that either of these members of staff has had allegations made against them, the member of staff who has not had allegations made against them will deal with the issues related to the child/young person.

Reporting Procedure in respect of the young person

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- The safety of the child is the priority of the Boyne Music Festival and all necessary measures will be taken to ensure that the child is safe.
- The measures taken will be proportionate to the level of risk.
- The person who receives the allegation from the young person should record the details in writing, sign and date it and then pass it on to the Designated or Deputy Designated Liaison Person;
- Upon receipt of an allegation against staff, facilitators or volunteers, the Designated Liaison Person or Deputy Designated Liaison Person will:
 - Speak with the young person involved, to clarify the allegation
 - Record the allegation dated and signed
- The Designated or Deputy Designated Liaison Person will:
 - in consultation the social work department, decide whether or not to contact the HSE or the Gardaí
 - Record this decision dated and signed
 - Keep the parents/carers and the child/young person should be kept informed of actions planned and taken

Procedure for dealing with staff

The Designated or Deputy Designated Liaison Person will:

- Meet with the staff, facilitator or volunteer whom the allegation has been made against, informing them of the allegation against them and allowing them to respond to the allegation
- Record the meeting signed and dated by both parties
- After consultation, the Designated Person should advise the person accused and agreed procedures will be followed.
- If there are reasonable grounds for concern the Designated Person will decide whether a formal report will be made to the statutory authorities. The Boyne Music Festival may wish to contact the HSE for advice on this issue.
- The measures which can be taken to ensure the safety of children and young people can include the following; suspensions of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If allegations are made against the Deputy Designated Liaison Person, then the Designated Liaison Person should be contacted.
- If an allegation is made against the Director or the Designated Liaison Person, the matter should be referred to the Chairperson of the Boyne Music Festival.

Section 9: Complaints and Comments Procedures

The Boyne Music Festival is committed to ensuring the safety and welfare of all children/young people with whom we work. We also try to ensure that children/young people have a positive and enjoyable experience when working with the Boyne Music Festival.

Who can make a complaint?

- Children/young people involved at the Boyne Music Festival
- Their parents/guardians
- Staff members working with the children/young people
- Other advocates on behalf of children/young people

How to make a complaint

- If the complaint is in relation to the safety and welfare of children/young people the complaint should be made to the Designated Liaison Person, Julie-Anne Manning.
- Other complaints should be made to the person with whom the child/young person dealt with. If you prefer, you can make this complaint to the Designated Liaison Person, Ailsing Manning.

Information you need to provide

Complaints can be made orally or in writing. By providing the following information you can help to speed up the investigation of your complaint;

- The name and address of the child/young person affected and the project which they were working on;
- If the complaint is being made by a parent/guardian or other adult, the name and address of the parent/guardian or other adult;
- Exactly what you are dissatisfied with;
- The name of the official(s) who dealt with you.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked.
- If you have special needs that may affect your ability to make a complaint, please let the Boyne Music Festival know at the earliest opportunity and every effort will be made to assist you.

Our standards for dealing with complaints

- If the complaint relates to the safety and welfare of a child/young person, it will be examined in accordance with good practice in relation to the safety and welfare of children/young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the child/young person
- An official other than those involved will examine your complaint;
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved.

Can you appeal?

If you are unhappy about the outcome of the review you can appeal the matter to the Chairperson of the Boyne Music Festival within a month of the review.

Section 10: Accidents Procedure

- The Boyne Music Festival maintains an up to date register of the contact details of all children/young people involved in the Boyne Music Festival
- Children/young people's details will be cross-referenced between the incident book and file
- External organisations with whom we have dealings with must provide proof that they have public liability insurance
- First aid boxes are available and re-stocked along with the incident book in each area of operation;
- The location of the first aid boxes is known to staff
- Children and young people will be advised of risks of dangerous material
- A record of risky equipment used is kept and we have taken steps to minimise risk
- Boyne Music takes cognisance of responsibility for first aid on off-site trips.

Section 11: Touring and Overnight Stays Away from Home

Where the activities involve touring and/or staying away from home overnight a number of additional concerns need to be taken into account.

General guidelines

- Adequate and safe transport arrangements will be made
- There will be adequate insurance cover for the activities being undertaken
- Parent/guardian consent will be obtained for each participant under the age of 18, prior to trip, including information on the following;
- Contact details of parent/guardian and another person named by the parent/guardian in the event of the parent/guardian not being available in an emergency
- All relevant medical information for the participant and consent for medical intervention, if necessary
- Any special needs which the participant may have, including diet, medical needs, support needs, etc
- All relevant information including contact details, allergies, medicines, dietary needs etc. for the child or young person will be kept with a designated person on the trip.
- Parents/guardians will be fully informed of the itinerary for the trip and will receive a copy of the itinerary.
- Parents/guardians will be given full contact details of the hotel/accommodation and also of the designated person in charge of the trip.
- There will be an appropriate ratio of adults to young people on the trip
- There will be appropriate gender based supervision for the trip
- There will be single-sexed rooms provided in accommodation and dormitories will not be shared with non-members.
- There will be a system in place for recording any accidents or incidents on the trip
- One staff person will be named designated person for the trip and parents and participants will be given contact details of this person. All complaints, concerns, etc should be directed to this person.

Code of behaviour for Boyne Music Festival events

- All staff/leaders will show respect and understanding for the children/young people involved
- Inappropriate behaviour/language will not go unchallenged
- A list of 'ground rules' will be drawn up for each trip, these will be distributed to all participants and will be signed up to, prior to the trip.
- The privacy of the participants will be respected at all times and particularly in bedrooms, changing rooms, showers and toilets
- Participants should be encouraged to report to the designated person in case of bullying
- Staff/leaders should avoid showing favouritism towards any one participant and should ensure that the relationship is constructive and aims to build the independence and autonomy of the participants.

Section 12: Anti Bullying Policy when working with children/young people

What is bullying?

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

Boyne Music Festival's Policy on Bullying when working with children/young people

The Boyne Music Festival will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people;
- Adults bullying children/young people;
- Children/young people bullying adults.

The policy is as follows:

- All children/young people and adults who participate in activities run by the Boyne Music Festival will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by the Boyne Music Festival have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in Boyne Music Festival events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision by the Boyne Music Festival at all events/activities involving children/young people. This will help to prevent bullying.
- The BMF will monitor all events/activities run by the BMF involving children/young people to ensure that no bullying is taking place.
- If any member of staff witnesses bullying or suspects that bullying is taking place he/she will follow the procedure outlined below.
- If a child/young person witnesses bullying or suspects that bullying is taking place he/she should report it to the Designated or Deputy Designated Liaison Person. The Designated or Deputy Designated person will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to the Designated person or Deputy Designated person who will follow the procedure outlined below.

Procedure for dealing with bullying

- All reports of bullying will be recorded, investigated and dealt with by the Designated or Deputy Designated Liaison Person.
- A record of the alleged bullying incident/s and the investigation and action taken will be kept.
- The Designated Liaison Person or Deputy Designated Liaison Person dealing with the complaint will speak separately to all involved in order to get all sides of the story. They should also speak to others who may have witnessed the incident/s, if appropriate
- If the victim of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the Designated Liaison Person or Deputy Designated Liaison Person will be contacted.
- If the Designated Liaison Person or Deputy Designated Liaison Person dealing with the complaint concludes that bullying has not taken place, the following action will be taken:
 - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place;
 - Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary
 - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.
- If the Designated Liaison Person or Deputy Designated Liaison Person dealing with the complaint concludes that bullying has taken place, the following action will be taken:

- o The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place;
- o Support will be given to the victim;
- o A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate;
- o A meeting will be held with the perpetrator to discuss the bullying behaviour. They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.

Appendix 1: Definitions and Indicators of Child Abuse

1. NEGLECT

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to, and affection from adults and / or medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Harm can be defined as the ill-treatment or impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age. The threshold of significant harm is reached when the child's needs are neglected to the extent that his / her well-being and / or development are severely affected.

Indicators of neglect

- Abandonment or desertion
- Children persistently being left alone without adequate care and supervision
- Malnourishment, lacking food, inappropriate food or erratic feeding
- Lack of warmth
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive i.e. child not gaining weight due not only to malnutrition but also to emotional deprivation
- Failure to provide adequate care for the child's medical and developmental problems
- Exploited, overworked
- Behavioural signs e.g. overactive, aggressive, poor coping skills, impulsive behaviour, indiscriminate friendliness, withdrawn, poor social skills development, bed wetting, soiling or destructive behaviours, substance misuse, running away, sexual promiscuity, self harm, offending behaviours.

Further information available from: Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017).

2. EMOTIONAL ABUSE

Emotional abuse is normally to be found in the relationship between a parent / carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Emotional abuse can be manifested in terms of the child's behavioral, cognitive, affective or physical functioning. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent / carer.

Indicators of emotional abuse

- Rejection
- Lack of comfort and love
- Lack of attachment

- Lack of proper stimulation e.g. fun and play
- Lack of continuity of care e.g. frequent moves, particularly unplanned
- Continuous lack of praise and encouragement
- Serious over-protectiveness
- Inappropriate non-physical punishment e.g. locking in rooms
- Family conflicts and / or violence
- Every child who is abused sexually, physically or neglected is also emotionally abused
- Inappropriate expectations of a child relative to his / her age and stage of development.

Further information available from: Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017).

3. PHYSICAL ABUSE

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Indicators of physical abuse

- Bruises
- Fractures
- Swollen joints
- Burns / scalds
- Abrasions / lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated (prescribed drugs, alcohol)
- Failure to thrive
- Coma / unconsciousness
- Death.

Further information available from: Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017).

4. SEXUAL ABUSE

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Indicators of physical abuse

- Bleeding from the vagina / anus
- Difficulty / pain in passing urine / faeces
- An infection may occur secondary to sexual abuse which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has persistent vaginal discharge or warts / rash in the genital area
- Noticeable and uncharacteristic change in behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others
- Uncharacteristic sexual play with peers / toys
- Unusual reluctance to join in normal activities that involve undressing e.g. games / swimming

Further information available from: Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017).

Appendix 2: Boyne Music Festival Confidential Incident Report Form

Date and time of incident: _____

Exact location where incident took place: _____

Names of people involved in the incident: _____

Phone no and address of people involved and parents/guardians

Description of incident (include the following: Suspicions, Concerns, Worrying Observations, Behavioural Changes, Actions and Outcomes. Try to make it as factual as possible and supporting opinions with fact where possible):

Appendix 3: Reasonable Grounds for Concern

The following excerpt from the ‘Children First: National Guidelines for the Protection and Welfare of Children’ (4.3.2 – p. 38) shows what would constitute reasonable grounds for concern:

1. Specific indication from the child or young person that s/he has been abused
2. An account by a person who saw the child/young person being abused
3. Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way
4. An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse [an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour]
5. Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

Appendix 4: Boyne Music Festival Child Protection Policy Training Form

I hereby acknowledge that I have received training on the BM Child Protection Policy in the form of a meeting to discuss and talk through the policy with the BM Designated Person/Deputy Designated Person at the beginning of the following course:

I agree that I have read and understood the BM CPP to abide by it while on this course:

Name Signed

Name Signed

Name Signed

Name Signed

Name Signed

Name Signed

Appendix 5: Child Protection and Welfare Concerns Report

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*	<input type="text"/>
--	----------------------

2. Date of Report*	<input type="text"/>
--------------------	----------------------

3. Details of Child

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	<input type="text"/>	Date of Birth*	<input type="text"/>
		Estimated Age*	<input type="text"/>
		School Name	<input type="text"/>
		School Address	<input type="text"/>
Eircode	<input type="text"/>		

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see 'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name	<input type="text"/>	Surname	<input type="text"/>
Address if reporting in a professional capacity, please use your professional address	<input type="text"/>	Organisation	<input type="text"/>
		Position Held	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

**Please ensure you have indicated if this is a mandated report in section 6.
Thank you for completing the report form.**

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name	Surname	Date	

Mandated Report Acknowledgement by

Appendix 6: Sources of Information

Department of Health and Children: *Our Duty to Care – The principles of good practice for the protection of children and young people*

Department of Health and Children: *Children First – National Guidelines for the Protection and Welfare of Children*

National Association of Youth Orchestras: Guidelines on Child Protection

The Arts Council/An Chomhairle Ealaíon: *Guidelines for the Protection and Welfare of Children and Youth People in the Arts Sector*

Tulsa: *Child Safeguarding - A Guide for Policy, Procedure and Practice*

West Cork Music: Child Protection Document

Cross Border Orchestra of Ireland: Child Protection Document

Halle Orchestra: Child Protection Document

Helpful websites and documents include:

Children First: www.doh.ie/publications/cf.html

Tulsa, Child and Family agency: www.tusla.ie/

Our Duty to Care: www.doh.ie/pdfdocs/ourduty/pdf

Code of Good Practice: www.education.ie/servlet/blobServlet/padmin_child_protection_ir_pdf
www.education.ie/servlet/blobServlet/padmin_child_protection.pdf

Appendix 7: List of Health Service Executive Area Social Work Department Contact Details.

Louth 3rd Floor Nurses residence

Our Lady of Lourdes Hospital

Drogheda

Co. Louth

041-9875282 041-9875244

Ballsbridge Health Centre

Drogheda

Co. Louth

041-9833163 041-9839968

Wilton House Stapleton Place

Dundalk

Co. Louth

042-9392220 042-9392265

Irish Association of Youth Orchestras Ltd,

Civic Trust House, Pope's Quay, Cork.

Phone: 021 421 5185, email: info@iayo.ie

Appendix 8: List of Health Service Executive 'Keeping Safe' Information and Advice Persons

Irish Association of Youth Orchestras Ltd,
Civic Trust House, Pope's Quay, Cork.
Phone: 021 421 5185, email: info@iayo.ie

Edwina Flavin HSE, S.W.A.
Dublin South City,
Dublin South West,
Dublin West, Kildare,
west Wicklow
Children & Families,
Training &
Development Unit,
Unit 4044
City West Business
Campus,
Saggart,
Co. Dublin
T: 01-4691720
F: 01-4691728
M: 086-3809325
Edwina.flavin@mailm.hse.ie

Jan Perrin HSE, SWA.
Dublin South City,
Dublin South West,
Dublin west, Kildare,
West Wicklow
Children & Families,
Training &
25
Development
Unit, Unit 4044
City West Business
Campus
Saggart,
Co. Dublin
T: 01-4691720
F: 01-4691728
M: 086-3803926
Jan.perrin@mailm.hse.ie

Mary Tallon HSE, SWA.
Dublin South City,
Dublin South West,
Dublin West, Kildare,
West Wicklow

Children & Families,
Training &
Development
Unit, Unit 4044
City West Business
Campus
Saggart,
Co. Dublin
T: 01 -4691720
F: 01-4691728
M: 0867-
7988863
Mary.tallon@mailm.hse.ie